

Vacancy Announcement No. / Position Title

[FSN# 2012/48 \(T\) / Mason](#)

[FSN# 2012/48 / Mason](#)

[FSN# 2013/54 / Medical Research Scientist \(TB\)](#)

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[FSN# 2013/92 \(T\) / Computer System Analyst](#)

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FSN# 2012/48 (T)

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/48

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

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E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/54

Medical Research Scientist (TB)

OPEN TO: All interested Candidates

POSITION: Medical Research Scientist, FSN-12, FP-3

OPENING DATE: April 26, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-12, THB 1,439,657 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist (TB) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serve as a Senior Medical Scientist and lead investigator for TB and HIV/AIDS projects implemented by CDC's Regional TB Program, World Health Organization, and other international partners in the region. Responsible for leadership, management, and oversight of new research program initiatives and protocols related to studies on TB and HIV prevention and control interventions. This position perform a variety of tasks in initiating, planning, organizing, implementing, coordinating, monitoring, and evaluating TB research and evaluation activities conducted by CDC's Regional TB Program. The incumbent plans, negotiates, and monitors contracts and grants. Provide guidance and supervision of five technical staff members. Develop and conduct training.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Complete of M.D. degree with M.P.H. (Master's in Public Health or in Epidemiology) or advanced public health training, or Ph.D. degree (in Medical, Epidemiological, Biological, or Social Sciences) with advanced public health training is required;

(2) Minimum five years of progressively responsible work experience and leadership in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research.

At least 1 year of prior supervisory experience in order to lead and management project and staff is required;

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must have an advanced knowledge of regional public health, medical, and infection control systems;

(5) Must have knowledge of disease surveillance and epidemiological research methods and procedures is required;

(6) Must have a broad perspective and thorough knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/79
Maintenance Man

OPEN TO: All interested Candidates

POSITION: Maintenance Man, FSN-5, FP-9

OPENING DATE: June 28, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assist the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of commercial college or high vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) At least three years of experience in maintenance on at least one of the following system electricity, air conditioning; construction renovation or general office machines and general mechanics;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai, and Level II(Limited knowledge) speaking/reading/writing in English (valid TOEIC score of **400** or higher) **The candidate's

eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Able to use computer, calculator, and other office machines;

(5) Must possess a driving license.

PLEASE ATTACH A COPY OF TRANSCRIPT, VALID OFFICIAL TOEIC SCORE REPORT (if available), AND VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFMs CAN** substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/90
Secretary

OPEN TO: All interested Candidates

POSITION: Secretary, FSN-7, FP-7

OPENING DATE: August 16, 2013

CLOSING DATE: August 29, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Provides administrative, logistical, technical, and clerical assistant to Deputy Director Care & Treatment Section, shares assistance to the Chiefs and staff of other GAP sections without a secretary e.g. GAP-Laboratory Section. Job holder participates in the management of the supervisor's program by performing administrative support duties including travel; organizing meetings; and other activities supported by the sections.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Bachelor in Social Sciences or Liberal Arts is required;
- (2) At least two years of experience in secretarial and clerical work is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (valid TOEIC score of **855** or higher)
**The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Ability to use of computer packages/applications i.e. MS Word, MS Excel;
- (5) Must possess excellent communication and interpersonal skills.

PLEASE ATTACH A COPY OF TRANSCRIPT, VALID OFFICIAL TOEIC SCORE REPORT (if available).

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFMs CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: August 29, 2013

FSN# 2013/92 (T)
Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Computer Science or Information Technology;
- (2) Three years of progressively responsible experience in professional Computer System, Database Administrator, or accounting systems development and maintenance;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
- (5) Ability to apply computing, disbursing and payroll knowledge to the identification of user automated

accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: September 5, 2013

FSN# 2013/92

Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Computer Science or Information Technology;
- (2) Four years of progressively responsible experience in professional Computer System, Database Administrator, or accounting systems development and maintenance;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
- (5) Ability to apply computing, disbursing and payroll knowledge to the identification of user automated

accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: September 5, 2013

FSN# 2013/93 (T)
Voucher Examiner

OPEN TO: All interested Candidates

POSITION: Voucher Examiner, FSN-6; FP-8, Trainee

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide full scope of vouchering services to all employees officially and their family members. Duties include processing invoices and other claims for certification and payment from official funds; verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College study in Accounting, Business Administration and/or Finance related subject;
- (2) One year experience in accounting or related functions;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator and scanner;
- (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: September 5, 2013

FSN# 2013/93
Voucher Examiner

OPEN TO: All interested Candidates

POSITION: Voucher Examiner, FSN-7; FP-7

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide full scope of vouchering services to all employees officially and their family members. Duties include processing invoices and other claims for certification and payment from official funds; verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College study in Accounting, Business Administration and/or Finance related subject;
- (2) Two years experience in accounting or related functions;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator and scanner;
- (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: September 5, 2013

FSN# 2013/94

Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Administrative Management Specialist, FSN-10, FP-5 (Step 5 thru 14)

OPENING DATE: August 23, 2013

CLOSING DATE: September 5, 2013

WORK HOURS:

Full or part time depending on availability of resources

Full-time; 40 hours/week

Part-time; minimum 16 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Management Specialist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serves as a Public Health Administrative Management Specialist to CDC Thailand Deputy Country Director. The incumbent provides management and analytical support for CDC's activities in Thailand and the Southeast Asia region. Provides expert analysis and evaluation of work processes and policies, management practices and work operations taking into full consideration complex policy, programmatic and management issues and problems. Position holder requires a good working knowledge of the organization and all program components.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of Bachelor degree in the Social Sciences, liberal arts or Business Administration is required;

(2) Five years of specific and progressively more responsible experience in the field of administrative management is required with at least three years of this experience with a US Government Agency, large firm(s), and/or other international organization(s);

(3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **855** or higher with application) ** The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Have advanced level of information about CDC and its role in public health, medical research, and disease control programs;

(5) Must have strong proof reading skills, and strong focus on attention to detail.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume

that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 5, 2013
